

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: RDA Secretary

Revision Date: 2/02
EEO Code: Admin. Support
Status: Non-exempt

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Economic Development/RDA Director, performs a wide variety of secretarial services and administrative detail.

III. Essential Duties:

- Receives and handles telephone calls and walk-in public for the Economic Development/RDA Office.
- Enters all requisitions on the accounts payable system for Administration and the Economic Development/RDA Office.
- Types various office correspondence, memoranda, and other documents as well as transcriptions using word processing equipment.
- Responds directly to many of the incoming public inquiries and requests.
- Sorts, distributes and responds to office correspondence for the Economic Development/RDA Office.
- Maintains office files and records.
- Schedules and coordinates meetings, appointments, and calendar for Economic Development/RDA Director with staff, other government officials, citizens, and other groups.
- Maintains orderly and documented flow of paperwork, legal documents, and signatures for the Economic Development/RDA Office.
- Schedules travel arrangements and reconciles receipts for the Economic Development/RDA Office.
- Researches Property Ownership plats and keeps ownership records/available property information.
- May be required to handle duties for the Mayor's Office Manager in her absence.
- Distributing incoming and outgoing mail.
- Prepares agendas, minutes, resolutions and collects information for the Redevelopment, Economic Development, and Municipal Building Authority packets.
- Distributes packets to City officials and posts legal notices of meetings.

IV. Marginal Duties:

- Prepare Office each day for business by turning on and loading the copy machine and the fax machine.
- Keep the supply room orderly and clean and distribute incoming fax correspondence.
- Transcribe minutes for meetings.
- Ordering of office supplies and equipment.
- Performs other duties as assigned.

V. Qualifications:

Education: High School Diploma

Experience: Two years prior experience in job-related secretarial or business related activities with demonstrated competence. May substitute additional experience for required education.

Knowledge of: Correct English usage, spelling, vocabulary, and arithmetic; clerical and general office practices, procedures and equipment; basic administrative function and activities.

Responsibility for: Great responsibility for the care, condition, and use of materials and for making decisions affecting the activities of other people; putting hostile and upset people at ease and directing them to the

proper person who can assist them.

Communication Skills: Ability to professionally furnish and obtain information from other departments; regular and frequent outside contact with persons of high rank, requiring tact and judgement; requires well developed sense of strategy and timing; frequent contacts involving the carrying out of programs and schedules.

Tool, Machine, Equipment Operation: Type 45 wpm; requires regular use of a computer, printer, copier, fax machine, laminator, telephone system, voicemail and typewriter.

Analytical Ability: Communicate effectively verbally and in writing; prioritize tasks; work well under pressure; establish effective working relationships with employees and the public; relate well with a variety of persons under varying circumstances; ability to analyze a situation and make sound recommendations and decisions; may work independently on assigned projects involving simple research and data collection; report preparation and minor budget data preparation.

VII. **Working Conditions:**

Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines; moderate physical exertion is present because of moderate stooping and kneeling required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.